

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03511571
POSITION NO: 940380

DATE POSTED: 03/07/16
CLOSING DATE: 03/18/16

POSITION TITLE: ELIGIBILITY TECHNICIAN

DEPARTMENT NAME / WORKSITE: <u>DOH/NAVAJO FOOD DISTRIBUTION/FORT DEFIANCE, AZ</u>		
WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Screens and conducts assessment to determine eligibility for services; maintains accurate procedure for determining eligibility and available of benefits; facilitates client application for benefits; monitors and assists with client eligibility; explains program policies; obtains authorization for acceptance of benefits; ensures the appropriate forms and documents are properly recorded; maintains records of contacts, referral and disposition; maintains liaison with local, state and federal agencies.

Prepares report on work/case activity; attends conferences, seminars, workshops and meetings; prepares complex reports; establishes case files and record keeping procedures; case management; ensures that appropriate forms and documents are properly recorded and transmitted to appropriate offices; maintains case management of clients cases

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of work experience in human service or a related field.

Preferred Qualifications:

- Two (2) years of customer services experience.
- Records Management or Case Management training.

Special Requirements:

Knowledge of eligibility requirements for the programs; knowledge of policies and procedures for program; knowledge of record keeping procedures; skill in assessing the needs of clients; skill in workload management

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge verification of qualification for benefits; eligibility requirements for the program; record keeping procedures; assessment of cases eligibility; ability to management caseload; communication skills; establishing and maintaining effective working relationship

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.